DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO
NSHSBETHINST 5230.2B
12
13 Jun 94

NSHS BETHESDA INSTRUCTION 5230.2B

From: Commanding Officer

Subj: FEDERAL INFORMATION PROCESSING (FIP) RESOURCES ACQUISITION AND MANAGEMENT POLICY

Ref: (a) Federal Information Resource Management Regulation
(b) SECNAVINST 5231.1C
(c) SECNAVINST 5238.1C
(d) BUMEDINST 5230.5A
(e) HSETCINST 5230.1B
(f) NSHSBETHINST 5239.1A

Encl: (1) Abbreviated System Decision Paper (ASDP) Format
(2) ASDP Amendment Format
(3) List of Minimum Standards for Command FIP Equipment

1. **Purpose**

a. To provide policy and standard guidance concerning the acquisition and management of FIP resources.

b. To define, consolidate and assign the responsibilities of end users as they relate to FIP resources.

2. **Cancellation**. NSHSBETHINST 5230.2A.

3. **Applicability**. This policy is applicable to all FIP end users and resources under the cognizance of Naval School of Health Sciences (NSHS), Bethesda.

4. **Background**. Reference (a) expanded the definition of FIP resources and established a comprehensive program for the management of these resources. Reference (b) governs the acquisition and management of FIP resources. References (c), (d) and (e) provide further guidance on the use and management of FIP resources. The term FIP resources is a new acronym that will replace Automated Data Processing (ADP) and Automated Information System (AIS).

5. **Definitions**. The following key terms are used in the management of FIP resources and will assist the end user in understanding and meeting their responsibilities:

a. Command Information Systems Management Plan (CISMP).

(1) The CISMP serves as the basis for all Command management and acquisition decisions for FIP resources. The CISMP, at a minimum, documents on a command-wide basis the inventory and architectural relationships of all current resources and contains a prioritized listing of desired small system procurements, with supporting rationale, for each element of the Command for the current and the next two fiscal years.

(2) The CISMP is updated on an annual basis to coincide with the beginning of the budget development cycle.

b. Abbreviated System Decision Paper (ASDP). The ASDP states and justifies the requirement to obtain or develop FIP resources.

(1) The format and guidance for preparing ASDPs are contained in enclosure (1) which is an extract from reference (d) with some modifications. This instruction adds the Automated Data Processing System Security Officer (ADPSSO), the Comptroller and the Management Information Systems Officer (MISO) as required reviewers for section 10 (Joint Signature) of local ASDPs.

(2) The format for drafting an amendment to an existing ASDP is outlined in enclosure (2).

c. Life Cycle Management (LCM). The standard management discipline that encompasses the acquisition, use, and support of resources in a manner that is most cost effective throughout the projected period of time a FIP system or service is expected to operate.

d. Federal Information Processing (FIP) Resources. Any resource (i.e., equipment, software, services or supplies) used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information as defined in reference (a). Such resources are used for word processing, office automation, data and voice communications, and other information processing functions. Electronic typewriters which do not have memory capability are specifically excluded from this definition. The definition of a FIP resource encompasses the items previously known as ADP equipment and information systems (IS) equipment and specifically includes:

(1) data processing switching equipment such as mainframes, minicomputers and microcomputers;

(2) telecommunication and voice communication networks;

local and wide area networks; terminals; modems; and facsimile equipment; and,

(3) ancillary equipment such as disk drives, tape drives, printers, cables, storage backup devices, digital imaging equipment, optical storage and retrieval equipment and office automation equipment designed to operate with or controlled by a computer system.

e. Small Computer System. Includes all FIP resources which function as a unit to perform one or more information processing tasks and have an initial purchase cost of less than the investment threshold. The initial purchase cost for new small computer systems is the total cost of the FIP resources being purchased plus the costs of setup. Throughout this instruction, any reference to small computer systems applies to either acquisitions of new systems or to upgrades of existing systems.

6. **Management Structure**

a. Reference (b) requires an Information Systems Executive Board (ISEB) be established at each command, as a standing committee.

b. The Command uses a tiered Information Systems Executive Board (ISEB) structure to oversee acquisition and management of all small computer system resources. In addition to the Command ISEB, the detachments at Portsmouth, FT Sam Houston, and Groton conduct local ISEBs. The Command ISEB performs acquisition and management functions for the detachments at Aurora and San Juan.

c. The Command ISEB is chaired by the Executive Officer and includes a representative from each Directorate and the MISO who serves as a consultant on technical matters. Detachment inputs and participation will be solicited on command-wide issues and issues specifically related to one or more of the Detachments.

d. The Command ISEB oversees the acquisition and management of small automated system resources on a command-wide basis. Specific responsibilities include:

(1) Formulate overall policy for FIP resource management;

(2) Coordinate development of the CISMP;

(3) Recommend to the Commanding Officer priorities for command-wide system procurement; and,

(4) Review ASDPs from Directorates and from the

detachments at San Juan and Aurora and recommend approval action.

e. The Detachment ISEBs at Portsmouth, Groton, and FT Sam Houston shall comply with references (a) and (b) and will perform at a minimum the following for their activities:

(1) Formulate local policy for resource acquisition and management;

(2) Coordinate development of local input to the CISMP;

(3) Develop priorities for system procurement; and,

(4) Review ASDPs and make recommendations to the OIC.

7. **Policy**. References (d) and (e) provide policy and guidance concerning the acquisition and management of small automated systems within the Bureau of Medicine and Surgery claimancy. Systems other than minor equipment are funded by Other Procurement, Navy (OPN) and require technical review by the Chief, Bureau of Medicine and Surgery. Specific elements of FIP policy are as follows:

a. Approval Authority

(1) The CO/OICs are delegated approval authority for all FIP system acquisitions which meet the following small computer system criteria:

(a) The application is of limited scope, supporting a single work center or service at an activity;

(b) System requirements can be satisfied through the use of a small computer system and off-the-shelf commercial or shared software products;

(c) The application does not replace, modify, or duplicate the functions of current centrally managed systems;

(d) The application does not address areas for which centrally developed standard systems are either planned or being developed. Examples of such functional areas include patient administration, laboratory, pharmacy, radiology, occupational medicine, patient services, procurement, finance, and personnel management;

(e) The application does not require special interest acquisitions;

(f) The total acquisition cost for all required hardware and software is less than the current investment threshold; and,

(g) The total life cycle cost for the system or service is less than $50,000;

(2) In accordance with reference (d), all large system requests must be recommended for approval and signed by the local ISEB and then submitted to BUMED via Naval Medical Information Management Center (NMIMC) for approval.

b. Documentation Requirements. The Command must use the ASDP format provided in enclosure (1) to identify requirements and plans for obtaining or implementing a small computer system. The ASDP must be prepared as a clear and concise document.

(1) All ASDPs will have a unique identification number which will be indicated on the ASDP cover sheet. This number will be 10 digits in length, with the first five digits being the facility Unit Identification Code (UIC) and the last five being the FY (two digits) and a three digit system number. The three digit system number should be assigned sequentially by the MISO during the course of each fiscal year.

(2) Attachment (A) of enclosure (1) provides additional guidance to assist in the preparation of the ASDP.

(3) The approved ASDP or ASDP amendment will become the technical approval document required by the contracting office to initiate acquisition of the small computer system. Additional requirements are imposed by reference (a).

c. Special Documentation Requirements. The following necessary requirements must be addressed when preparing the LCM documentation for FIP resource requests:

(1) Sole Source Procurement. FIP resources must be procured in a competitive fashion whenever possible. Sole source procurement actions costing greater than $250,000 are designated as a special interest acquisition and require higher level approval before beginning the procurement process.

(2) Leases. Leases of FIP resources can be considered only if it is documented that this is the most economical method of performing the function. Leases of FIP resources costing greater than $150,000 are designated as special interest acquisitions and require the approval of higher authority before beginning the procurement process. Requests to lease FIP

resources must be accompanied by a lease versus purchase analysis which shows it is cheaper to lease the equipment over the remainder of the expected life cycle.

(3) System Documentation. It is the responsibility of the originator to ensure that the proper documentation is provided by the contractor for all FIP resource acquisitions. Documentation includes functional user manuals and the manufacturer's technical specifications for the equipment, as well as training aids and other instructional material if available. They are also responsible for ensuring that documentation is updated by the contractor if system enhancements are added later.

d. Central Contracts. A number of centrally managed, competitively procured DoD contracts are available for use by activities which are procuring FIP resources. These contracts will be primary sources of supply and used to the maximum extent possible to satisfy needs. Cases in which central contracts are not used to satisfy a FIP resource requirement will be fully justified in the LCM documentation.

e. Expansion of Existing Systems. Expansion of an existing system must be actively considered as a potential solution and must be one of the alternatives analyzed in the LCM documentation. System expansion will only be approved if it is reasonable, justified and the most **cost effective** method for meeting the Command's requirement.

f. Submission and Approval Procedures. FIP resource requests must include all of the required LCM documentation and must be submitted through the chain of command for technical approval before obtaining or developing the FIP resource.

(1) FIP resource requests must be evaluated and endorsed by the local ISEB and the CO/OIC. Requests exceeding local approval authority must be submitted to BUMED via NMIMC for review and appropriate action.

(2) Disapproved requests will be returned to the originator through the chain of command indicating the reasons and explaining any requirements for additional documentation or justification.

g. Guidance for FIP Procurement. Unless otherwise approved by the Commanding Officer, systems will not be budgeted for or procured that are not included in the CISMP. The CISMP will be approved by the Commanding Officer prior to its execution.

h. Funding and Life Cycle Cost (LCC). The Command must budget for all FIP resource life cycle costs. Requests to purchase FIP resources must identify each life cycle cost and the corresponding funding source in the required LCM documentation. The documentation must indicate whether the cost of the FIP resources have been budgeted and identify partially funded programs by fiscal year.

(1) The Command must use operations and maintenance (O&M) funds for all small computer system life cycle costs for projects which do not involve research and development and meet the criteria set forth for a small computer system.

(2) FIP resource acquisitions will not be segmented into smaller projects to circumvent the investment funding criteria.

i. Public Domain and Government Developed Software. Public domain software includes shareware, freeware and user-supported software. Government developed software includes software developed by government employees or its contractors. Public domain and government developed software may be used by staff whenever it will satisfy their requirements. Staff will not load public domain and government developed software without the permission of the MISO and the Executive Officer. In cases where user or registrations fees are required, the request will be documented on an ASDP and submitted to the ISEB for final approval of the Commanding Officer. Files and programs which contain or process information other than that used in conducting official business are prohibited.

j. Transfer of Computers, Hardware, and Software within the Directorate/Detachment. Each microcomputer is given an identification number which is used for inventory purposes. Staff members are not authorized to transfer microcomputer hardware or software between and among Directorates/Detachments without authorization from the Property Manager and the MISO.

k. Use of Scanners and Modems. The use of scanners to scan classified documents, personal documents, or documents which will not be used for official government business is strictly prohibited. Modems for unclassified transfers are permitted only with the Commanding Officer's approval. Use of modems is restricted to personnel using communications software for government business. Access to Remote/Computer/Electronic Bulletin Board Systems (BBS) is limited to authorized personnel who have the need to obtain, transfer, or exchange computerized information for job related government business.

l. Use of Privately Owned Computer Resources. Reference (f)

describes the restrictions that apply.

m. Reassignment of Current Resources. An FIP resource may be reused for a different purpose other than for which it was originally acquired; however, the LCM documentation for the FIP resource must be amended to reflect the new use. The amendment must contain sufficient information to describe the new application and justify the diversion of the FIP resource for the original requirement.

(1) Approval authorities and originating activities must each maintain a control file of the LCM documentation for FIP resources. The documentation for all modifications to a resource must be maintained with the original LCM documentation.

(2) In cases where the original LCM documentation cannot be located or has been destroyed, the Directorate/OIC representative should establish replacement LCM documents which clearly state the circumstances under which the action was made necessary.

n. Obsolescence

(1) Because of rapid technical advances, all FIP resources will eventually become obsolete and require replacement. Obsolescence normally occurs five to eight years following implementation but may occur sooner in today's environment. An obsolete FIP resource is prone to breakdown, is costly and difficult to maintain and may no longer be supported by the manufacturer.

(a) These problems can be avoided through timely identification and replacement of obsolete FIP resources through the use of the CISMP.

(b) A standard life cycle of **7 years** will be used to estimate the FIP life cycle costs.

(2) The Command may plan in advance for replacement of obsolete FIP resources during the last year of useful life using the guidelines established in this instruction.

o. Desktop Publishing Systems. Desktop publishing systems are not intended to be used to mass produce documents, but to create master documents which can be submitted as hard copy, via modem or disk to local printing operations for mass production. These systems may be used to generate small quantities of short documents. Bulk printing and reproduction should be performed at local printing sites.

p. Hardware and Software Equipment Standards. The CO/OICs are responsible for identifying the specific equipment standards which must be met for each FIP resource. All new software development efforts require use of the ADA software language unless justified on the basis of a cost economic analysis and specifically waived by higher authority. All proposals for new systems and upgrades to existing systems must comply with the minimum standards contained in enclosure (3).

q. Copying Software. The Command purchases or licenses the use of computer software from a variety of commercial sources and government agencies. The Command does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. Software is protected by federal copyright law, which says that users cannot make such additional copies without the permission of the copyright holder. Illegal reproduction of software can be subject to civil penalties of as much as $100,000 per work copied and criminal penalties, including fines and imprisonment. Original software will be maintained by the Directorate/OIC representative.

r. Inventory. An up-to-date hardware and software inventory must be maintained by each Directorate/Detachment and included in the CISMP.

s. Security, Privacy and Safeguarding. Reference (f) outlines the policies and responsibilities required for all end users concerning these requirements.

t. Maintenance. A maintenance plan is essential for all FIP resources. The maintenance plan covers the expected life cycle of the FIP resource and be included as part of the LCM documentation which is submitted to the Commanding Officer. Since the completed LCM documentation for a FIP resource acquisition will address the expected maintenance costs over the full life cycle, technical approval of LCM documentation which specifically mentions maintenance is considered to be sufficient authorization for the Command to initiate maintenance contracts.

u. Repairs. Reference (f) provides the guidance and procedures for the repair of FIP resources.

v. Supplies. Consumable items such as diskettes, continuous form paper, ribbons, laser cartridges, and colored pens for plotters are supplies needed to operate FIP resources. Acquisition of such consumables is always the responsibility of the Director/OIC. The Command must ensure that the LCM documentation for a FIP resource includes the estimated costs for

consumable supplies over the resource life cycle. The LCM documentation should also indicate the types of supplies which will be routinely purchased so that these supplies can be acquired without further approval.

w. Training. Adequate training must be planned for all staff personnel who will use the FIP resources procured to fulfill their job responsibilities. The training plan must be included as part of the LCM documentation which must be submitted to obtain technical approval for the FIP resource acquisition. Hardware and software training may be obtained through the use of other local Navy activities or if possible within the Command from other staff members. This training program should be ongoing to ensure that future users are provided with the same opportunity.

x. Software Sharing

(1) Software generated by NMIMC must be used by the Command, if the software meets the specific requirements. If local application software is developed, then the OIC, NMIMCDET Norfolk must be notified.

(2) The NMIMCDET Norfolk will routinely provide information regarding software which has been developed by BUMED personnel and is available for sharing. A software sharing bulletin board will be maintained by the detachment from which this software may be obtained.

8. **Responsibilities**

a. Commanding Officer:

(1) Establish local policies regarding FIP procurement and use;

(2) Approve guidelines for development of the CISMP;

(3) Approve the CISMP;

(4) Allocate funds to the Directorates and Detachments for FIP resource procurement as part of the overall budget process based on command-wide priorities; and,

(5) Act as approval/disapproval authority for all ASDP requests for FIP resources submitted by the Command ISEB, consistent with the guidelines in reference (d).

b. Directors:

(1) Review operations to identify specific areas where acquisition of small computer systems would increase efficiency;

(2) Ensure ASDPs are prepared in accordance with this instruction using attachment (A) of enclosure (1) as a guide;

(3) Submit ASDPs for approval to the MISO for review; a minimum of five(5) working days prior to the next scheduled ISEB meeting;

(4) Maintain an up-to-date inventory of available resources to support acquisition documents and operations;

(5) Provide input to the CISMP consistent with established guidelines;

(6) Budget for consumable supplies to support all assigned FIP resources;

(7) Comply with the CISMP;

(8) Assign qualified representatives to the ISEB; and,

(9) Ensure staff are thoroughly familiar with this instruction and monitor compliance.

c. Officers in Charge (Portsmouth, Groton, and Ft Sam):

(1) Establish an ISEB to oversee local information systems management and procurement;

(2) Act as approval authority for ASDPs submitted by the Detachment ISEB and authorize system procurement consistent with Detachment needs, the CISMP, and OPTAR constraints;

(3) Maintain original ASDPs;

(4) Forward copies of all approved ASDPs to the Command MISO; and,

(5) Perform those actions outlined in paragraph 9b.

d. Officer in Charge (San Juan) and Senior Medical Department Representative (Aurora):

(1) Procure those FIP resources approved by the Commanding Officer that are consistent with Detachment needs, the CISMP, and OPTAR limitations; and,

(2) Perform those actions outlined in paragraph 9b.

e. MISO:

(1) Act as a resource/technical expert for the entire Command;

(2) Provide assistance to all Command personnel in the preparation of ASDPs;

(3) Review the ASDPs, assign identification numbers and forward them to the Command ISEB for action;

(4) Coordinate Command ISEB agenda;

(5) Maintain original ASDPs and ISEB minutes, with the exception of the Portsmouth, FT Sam and NUMI Detachments;

(6) Forward a copy of all approved/disapproved ASDPs to the originating Directorate/Detachment (San Juan and Aurora);

(7) Prepare and disseminate approved guidelines for development/update of the CISMP;

(8) Coordinate the preparation of the CISMP;

(9) Approve/Disapprove the requests to transfer equipment;

(10) Recommend approval/disapproval for requests to install public domain software;

(11) Coordinate all computer related training for the staff; and,

(12) Remain current on all BUMED and HSETC policies concerning small system acquisition and management; monitor command-wide compliance.

f. Chairmen of the ISEBs:

(1) Prepare agenda and schedule meetings quarterly, or more frequently if needed;

(2) Ensure that ASDPs comply with enclosure(s);

(3) Approve/Disapprove requests to install public domain software;

(4) Forward minutes and ISEB recommendations to the Commanding Officer/OIC for approval.

9. **Action**. Upon receipt, all personnel assigned to the Command are responsible for implementing programs and practices in compliance with the references and this instruction.

ANN LANGLEY

Distribution:
Lists I and List II

ASDP# (Assigned by MISO)_____

ABBREVIATED SYSTEM DECISION PAPER (ASDP)

FORMAT FOR (SHORT TITLE OF PROJECT)

Data Prepared:_____ Major Claimant:_____

Activity Name:_____

Unit Identification Code (UIC):_____

CISMP: (yes) (no) - If no, please provide additional information:

_____

_____

Point of Contact:_____DSN:_____

Section 1. Mission Element Need. See attachment (A) for instructions completing this section.

Section 2. Proposed Solution. See attachment (A) for instructions on completing this section.

Section 3. Other Alternatives Considered. See attachment (A) for instructions on completing this section.

Section 4. Cost and Benefits. See attachment (A) for instructions on completing this section.

Section 5. Interface Considerations. See attachment (A) for instructions on completing this section.

Section 6. Funding. See attachment (A) for instructions on completing this section.

Section 7. Acquisition Strategy. See attachment (A) for instructions on completing this section.

Section 8. Other comments. See attachment (A) for instructions on completing this section.

Section 9. Specific Approvals. See attachment (A) for instructions on completing this section.

Section 10. Joint Signature. See attachment (A) for instructions on completing this section.

Functional Requirement Validated: _____
Requestor

Automatic Data Processing System Security Officer: _____
ADPSSO

Director/Department Head: _____
Director/Department Head

Resource Information Validated: _____
Comptroller

Management Information Systems Officer: _____
MISO

Information System Executive Board's Modification: _____

_____

_____

Recommended Technical Approval/Disapproval: _____
Chairman, ISEB

FIP Approved/Disapproved: _____
Commanding Officer/OIC

GUIDELINES FOR PREPARING ABBREVIATED SYSTEM DECISION PAPER (ASDP) FOR SMALL COMPUTER SYSTEMS

This attachment includes guidelines to assist in preparing ASDPs to obtain or develop small computer systems. The information required must be provided in each section of the ASDP where applicable. The total length of the ASDP should be as short as possible and should not exceed six pages for small computer systems. The suggested maximum length for each section of the ASDP is provided below.

1. Mission Element Need

a. Discuss the need for automation as related to specific mission elements. Briefly summarize the functional requirement and the information dependent tasks that a small computer system would process. Describe the current method of maintaining the status quo capability. Remember that a system must address a specific requirement which distinguishes it from other systems and that the scope must be sufficiently narrow that the function does not duplicate that provided by other approved systems.

b. If the mission area is currently supported by an automated system, describe the system configuration. Document all deficiencies in the current system which preclude mission accomplishment.

c. This section should not exceed one and one half pages in length.

2. Proposed Solution

a. Before selecting a solution, ensure that the following alternatives are considered for satisfying the requirement: maintenance of the status quo, expansion of the existing system, using public domain or Government developed software, purchasing FIP resources from the Navy central contracts, and equipment sharing between work centers.

b. Summarize the selected small computer system solution (including all hardware, software, and data communications equipment) intended to satisfy the information processing need and identify various assumptions and constraints considered in the selection. Indicate the milestone schedule of planned events (e.g., target dates for acquiring FIP resources and implementing various applications).

c. Provide justification for each FIP resource item (including all software) requested as part of the proposed solution to the problem. Request only those items which are necessary to accomplish the mission and resolve the problems identified in the mission element needs section.

d. Ensure that the selected alternative addresses all requirements for compatibility with existing FIP resources.

e. Cite generic FIP resource requirements rather than specific items (e.g., request a dot matrix printer with Centronics parallel interface rather than a Panasonic KX-P1091 printer). Identify specific items only if a sole source acquisition is involved or if the requirements can be satisfied by purchasing equipment from a Navy central microcomputer contract.

f. When requesting FIP resources which provide more than minimal capability (e.g., a high speed printer instead of a low speed printer, a plotter instead of a dot matrix printer with graphics capability, etc.), provide evidence to show that a lower cost FIP resource item which provides less capability cannot accomplish the job. This evidence may be descriptive but should include quantitative evidence whenever possible. Examples of quantitative evidence include the size in records of a data base, the size in characters of the records in data base files, current and projected workload volumes, by number/type of transaction, report printing frequencies, printing volumes, or any other information which justifies the higher cost equipment.

g. This section should not exceed one and a half pages in length.

3. Other Alternatives Considered

a. Summarize the other alternatives considered and explain why each was not selected as a proposed solution to the need for automation. Ensure that all of the alternatives which are required to be considered (see paragraph 2a) have been addressed.

b. This section should not exceed two pages in length.

4. Cost and Benefits

a. Determine all of the one-time and recurring costs associated with each of the alternatives considered for the expected life cycle (normally 7 years) of the system. This

includes all FIP resource procurement and installation, training, site preparation, data/voice communications, supplies, and maintenance costs. Hardware and software upgrade costs that are expected to occur within the life cycle and are not included in system maintenance or warranty should also be included. Personnel costs must be identified for all proposed systems with a life cycle cost exceeding $50,000.

b. All components of a FIP system during the planned life cycle must be requested on the same ASDP. Planned procurements will not be placed over consecutive years in order to avoid the investment threshold. To minimize paperwork, the ASDP should also include projected costs for any future enhancements. This will:

(1) Prevent the additional workload of preparing an amendment and requesting expanded approval at a later date; and,

(2) Aid the Command in controlling the improperly planned and funded expansion of small systems, a practice called incrementation which can lead to funding violations.

c. A funding spread must be included in this section for each alternative. This chart must include costs, by year, for each year of the life cycle, and total life cycle costs for each one-time and recurring cost. This funding spread should be similar to the following:

	FY94	FY95	... FY00	Total
System	10,000	0	0	10,000
Software	4,000	0	0	4,000
Maintenance	0	500	1,000	4,500
Supplies	500	500	500	3,500
Installation	1,000	0	0	1,000
Training	0	0	0	0
Hardware Upgrade	0	500	800	3,600
Software Upgrade	0	500	500	3,000
Site Prep	1,500	0	0	1,500
Communications	1,000	1,000	2,000	10,000
Personnel	10,000	10,000	10,000	70,000
Total	28,000	23,000	24,800	111,100
Total Acquisition Costs:				14,000
Total Life Cycle Costs:				111,100

Attachment (A)
Enclosure (1)

d. Projects involving an upgrade to a previously approved ASDP or the re-use of excess FIP equipment should ensure that these costs are included in the life cycle cost estimate by adding a column identified as "Sunk Cost" to the table described above. A depreciated cost may be used when calculating the sunk cost of excess equipment.

e. Determine the expected quantifiable benefits (e.g., cost savings, cost avoidance, etc.) associated with each alternative over the expected life cycle of the system. It is suggested that cost benefit analysis be included for at least a leasing, contracting-out (when appropriate), and a manual or status quo option. The cost benefit analysis must show that benefits of the proposed system outweigh the total expected life cycle cost.

f. Compare the discounted life cycle costs and quantifiable benefits in a spreadsheet format.

g. List the non-quantifiable benefits (e.g., productivity and efficiency improvements, etc.) for each alternative.

h. This section should not exceed one page in length.

5. Interface Considerations

a. Describe planned and potential interfaces with MED-OA, LAN and other FIP, data sources, and procedures external and internal to the Command. Indicate anticipated advantages or problems associated with system interfaces.

b. This section should not exceed three paragraphs in length.

6. Funding

a. Indicate if funds have been budgeted consistent with the CISMP to support life cycle costs of the selected alternative.

b. Identify the source and type of funding for each fiscal year of the proposed life cycle in the following format:

	FY94	FY95	FY96	...	FY00
Investment	28,000	23,000	24,800		111,100
O&M	0				
Total	28,000				

Attachment (A)
Enclosure (1)

c. Indicate the Equipment Control Number (ECN) for all procurement requiring investment funds.

d. This section should not exceed three paragraphs in length.

7. Acquisition Strategy

a. Describe the intended acquisition strategy for the procurement. Specifically discuss any plans for a phased or incremental procurement.

b. This section should not exceed three paragraphs in length.

8. Other Comments

a. Summarize the training, maintenance, data communications, and site preparation plans for the small computer system.

b. Summarize the replacement plans if the proposed acquisition involves the procurement of punch card equipment or the lease of FIP resources.

c. Indicate the types of consumable supplies which will be purchased on a regular basis for the small computer system.

d. Indicate whether the proposed small computer system complies with the applicable privacy and security instructions.

e. Include any additional information that will facilitate understanding and evaluating the ASDP.

f. This section should not exceed three paragraphs in length.

9. Specific Approvals. The ASDP must have a section specifically identifying the following:

a. The fiscal year(s) for the requested approval;

b. The total life cycle cost for which the approval is being requested; and,

c. Any special interest conditions which must be included in the approval being requested.

10. Joint Signatures. The following signatures are mandatory on all LCM approval documents:

a. Requestor. Individual requesting the FIP resource;

b. Automated Data Processing System Security Officer;

c. Comptroller. The activity comptroller or fiscal officer is required to validate the financial information contained within the ASDP;

d. Management Information Systems Officer;

e. Chairman, Information System Executive Board. The Chairman of the local ISEB must make a formal recommendation on all ASDPs; and,

f. Commanding Officer or Officer In Charge. Only the Commanding Officer or Officer In Charge may approve an ASDP.

5230

MEMORANDUM

From: Directorate/Detachment
To: Commanding Officer/OIC
Via: (1) Comptroller
(2) MISO
(3) Chairman, ISEB

Subj: AMENDMENT TO ABBREVIATED SYSTEMS DECISION PAPER (ASDP) FOR **(EXISTING SYSTEM)** FOR **DETACHMENT/DIRECTORATE)**

Ref: (a) Subject ASDP of **XX XXX XX**

1. Your approval is requested to modify reference (a). **(Give a short and reasonable justification of your need).**

2. Provide the estimated cost of the addition. Add the total life cycle benefit.

3. CISMP: (yes) (no) - If no, please provide additional information:_____

_____

4. Point of Contact. _____

5. Joint Signatures.

Functional Requirement Validated:
_____
Requestor

Automatic Data Processing System Security Officer:
_____
ADPSSO

Director/Department Head:
_____
Director/Department Head

Resource Information Validated:
_____
Comptroller

Management Information Systems Officer:
_____
MISO

Technical Approval/Disapproval Recommended:
_____
Chairman, ISEB

FIP Approved/Disapproved:
_____
Commanding Officer/OIC

NSHSBETHINST 5230.2B
13 Jun 94

List of Minimum Standards for Command FIP Equipment

Hardware:

486 DX/33 mhz or equivalent
8 MB RAM
3.5" and 5.25" high density floppy disk drives
200 MB Hard Disk Drive
Super VGA display capability
Microsoft compatible mouse
101 Keyboard
4 available expansion slots
2 serial and 1 parallel ports
MS-DOS compatible
Network interface card
14.4 Fax/Modem

Software (most current version available):

DOS
WordPerfect
Lotus 123
DBASE III Plus
Harvard Graphics
Ventura Publisher
Procomm Plus
Nupop
MacAffee Viruscan
MS-Windows

Enclosure (3)